

Information Technology Project Management

<u>Job Code</u>	<u>Class Title</u>	<u>Pay Grade</u>	<u>DEFAULT CODES</u>	
			<u>Supervisory</u>	<u>FLSA</u>
	IT Project Analyst	30	N	E
	IT Project Manager	32	N	E

OCCUPATIONAL CONCEPT

This is on-going project management oversight and analysis work for various approved information technology projects and serving various user groups. Work activities are influenced by Kansas information technology project management methodologies, and Information Technology Executive Counsel (ITEC) policies and procedures, agency strategic plans and goals, and the annual agency information technology management and budget plan.

TASKS

- Provides support for the project plan and budget by tailoring methodology to reflect project needs.
- Assists agencies in the development of project plans, budget requests, and project management procedures.
- Evaluates project plans for compliance with architecture, standards, policies and guidelines.
- Consults with agency business and information technology managers regarding plans and progress of projects.
- Provides information technology project oversight to agency information technology managers for compliance with information technology project planning guidelines, standards, policies and methodologies.
- Coordinates and provides KITO reporting on projects greater than \$250,000.00
- Manages the information technology project plan and coordinates the work of project staff working on the project.
- May make or participate in recommendations for equipment acquisition by identifying both the budgetary and technological impact on agency programs.
- May represent the project at conferences and meetings with personnel in the same agency and system users.
- Tracks project progress against established timeline and budget.
- Identifies and reports on project deficiencies including performing risk assessments.
- May provide information technology project management support for testing prior to project implementation.
- May give project related briefings as requested.

LEVELS OF WORK

IT Project Analyst: Responsible for providing specialized project management activities on multiple agency project plans, risk management, configuration management, and quality assurance to agency information technology and business managers. May prepare reports to KITO by tracking progress and ensuring compliance of information technology projects with state policies, guidelines, and objectives. Analytical thought becomes important at this level due to increased data, changing technical and best practices in the industry, and changing situations. Costs due to errors may be significant and communications skills become an important requirement at this level. Work is performed under direction, periodically checked for progress and conformance to established policies and requirements.

Minimum Qualifications: Bachelor's degree and two years experience or four years of IT related project management experience. Education may be substituted for experience as determined by the agency. Individual positions may require additional specific education and/or experience.

IT Project Manager: Responsible for planning and ensuring that projects are successfully completed on time and within budget. Work involves assessing the project characteristics, determining how to ensure the information technology project management methodology is followed, identifying the project management processes required, defining the problem, conducting a needs analysis and developing an initial concept around potential solutions. Responsibility also includes clearly defining milestones, deliverables, requirements, constraints and project success criteria. Risk management, quality assurance, and change and configuration management activities are included as project management processes. Analytical thought becomes more important at this level due to increased data and changing situations, costs due to errors may be significant, communication skills become an important requirement at this level.

Minimum Qualifications: Bachelor's degree and three years experience or five years IT related project management experience. Education may be substituted for experience as determined by the agency. Individual positions may require additional specific education and/or experience.

NECESSARY SPECIAL REQUIREMENTS

Certification in Kansas Project Management Methodology.

Some positions in this class series may require a Kansas Bureau of Investigation Level 1 Security clearance at the time of appointment.

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